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TO : Chief, Intelligence School

DATE: 23 November 1960

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 42, 15 - 22 November 1960

COURSE ACTIVITIESOperations Support:

Phase I of the Operations Support Course No. 43 is in the final week.

Budget & Finance:

The Budget and Finance Course No. 24 is in the final week.

OUTSIDE ACTIVITIES

- 25X1A9a 1. Messrs. [REDACTED] of OCR
25X1A9a Graphics Register called on Mrs. [REDACTED] to discuss film require-
ments of the Operations Support Faculty. To give them an idea
25X1A9a how films are used they audited a portion of the class discussion
on the film "House on 92nd Street." Mr. [REDACTED] office no longer
prepares a regular listing of new films but upon request he will
provide a current list of such films that might prove useful for
operational instruction. Therefore, it is planned to make such
a request every six months.
2. WH Division Training Officer requested tutorial training
in Administrative Procedures subjects from the 19 to 23 December
for an employee who has been with WH since September. Mrs. [REDACTED] 25X1A9a
felt this would not be efficiently using the time and effort of the
instructional staff nor would it be fair to the employee to cover
a three week Administrative Procedures course in one week. Many
requests for tutorial training have been viewed from the WH Division.
This is the first one that has not been complied with, but it is felt
this may strengthen the Training Officer's stand when he endeavors
to have the Branches put the employees in the regularly scheduled
courses.

PERSONNEL NOTES

- 25X1A9a 1. Mrs. [REDACTED] was on annual leave one and a half days. 25X1A9a
2. Mr. [REDACTED] was on annual leave two and a half days.

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